

Invoice Detail Report Instructions

August 2003

PURPOSE

The Invoice Detail Report is to serve as the detail for the "Public Voucher For Purchases And Services Other Than Personal" (SF 1034) as referenced in section G of the contract. Each task shall have a separate spreadsheet. Task managers will review the data as part of the invoice approval process. Also this invoice detail report will serve as the base for the staffing report referenced in section J attachment B "Reporting Requirements Checklist". The detail provides a monthly status of actual and planned FTE hours worked for each task and headcount within a designated contract. This report will be used by Federal personnel as an information source and as a project management tool.

INSTRUCTIONS

- Item 1. Enter participant's name and address.
- Item 2. Enter the contract number.
- Item 3. Enter the name of and address of the organization for which the services have been provided and is responsible for the payment of the invoice, as designated section G of the subject contract.
- Item 4. Enter a sequential invoice number as designated by the participant.
- Item 5. Enter the date the invoice was issued.
- Item 6. Enter the inclusive start and completion dates for the invoice period.
- Item 7. Enter the employee's name.
- Item 8. Enter the labor category title and Exempt (E) or NonExempt (NE).
- Item 9. Enter the employee status [full time (FT), part time (PT)].
- Item 10. Enter the employer name (prime contractor, subcontractor).
- Item 11. Enter the employee's current labor rate.
- Item 12. Enter the actual hours worked in the reporting period by the employee. The available hours may vary by month depending on weekends, holidays, number of days in month, etc.
- Item 13. Enter the total labor cost per employee for the period.
- Item 14. Enter full time equivalent (FTE) actual time worked.
- Item 15. Enter the FTE labor by site. Offsite – any location not on one of the NETL sites as defined in "onsite" below.

Onsite – Federally-owned or leased property within the defined boundaries of the sites at Pittsburgh, PA; Morgantown, WV; Tulsa, OK; and Fairbanks, AL, including, in the case of Morgantown, the Research Ridge complex immediately adjacent to the boundary.

- Item 16. Enter the cumulative hours worked to date per employee for the given task.
- Item 17. Enter the previous month's costs (can be done by copying the values from "Cumulative Current Cost, column N on the spreadsheet). This column will be used to calculate the cumulative current cost column and can be hidden in subsequent invoices.
- Item 18. The cumulative current cost is the total of cost from previous periods plus the cost for the current period.
- Item 19. Enter the task number and title.
- Item 20. Enter the total items of 12 through 18 described above.
- Item 21. Enter the planned/actual labor hours for the current period.
- Item 22. Enter the planned/actual labor hours for the cumulative period.
- Item 23. Other direct costs (ODCs) include those costs other than labor which are directly related and charged to the task.
- Item 24. Enter a very brief description of the other direct costs.
- Item 25. Enter material costs for the period and cumulative to date.
- Item 26. Enter the travel costs for the period and cumulative to date.
- Item 27. Enter the training cost for the period and cumulative to date.
- Item 28. Enter fee awarded to the task.
- Item 29. Enter total of all ODCs costs and fee.
- Item 30. Enter the total cost and fee for labor and ODCs.
- Item 31. Enter the labor costs that were charged to each B&R funded to the task. Enter the total FTEs by budgeting and reporting (B&R) numbers at each site. This information is derived in combination with the Cost Management Report (CMR) by using the "total actual cost incurred for the reporting period" – Item 16 on the CMR - and prorating the costs according to the B&Rs and funding office (cost center) within each task and applying to the corresponding task, by site location, on the Staffing Report. Example: Task 60123 on the CMR is funded with AN2006000 and AW0301000 B&Rs from MD and MA (cost centers). When prorated, the task consists of 82% AN2006000 and 18% AW0301000 costs. The percentages would then be applied to Task 60123 FTEs on the Staffing Report.